

# Instructions for Submitting IDEA Entitlement & Recovery Fund Claims

The web-based claim process is accessed through the IDEA budget software contained within the Special Education Application Web Portal. The Special Education Application Web Portal's online address is: <https://www2.dpi.state.wi.us/seportal/>

Individuals who wish to access the Special Education Application Web Portal must have a user name and password assigned to them by the district's Director of Special Education.

## Instructions for Adding District Users (this is completed by the Director of Special Education):

1. Log in to the Special Education Application Web Portal with the Director of Special Education role login and password.
2. After logging in, you will be sent to the Local Performance Plan Main Menu. The ability to add district users is located under "User Functions" at the bottom of the page. Click on this link.

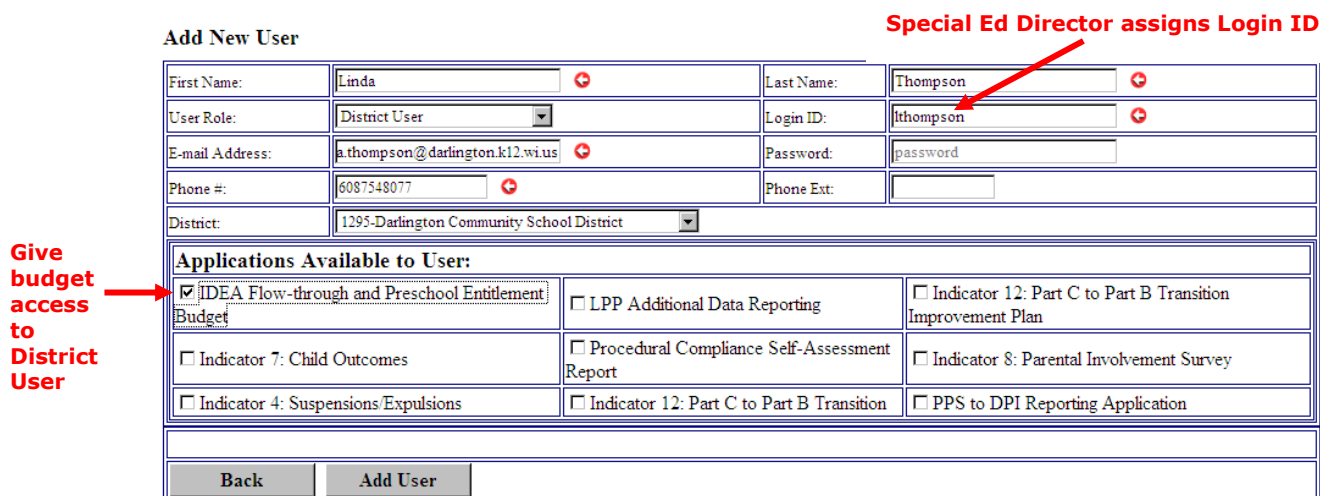


User Functions

[Change Your Password](#) [Change District](#)

[Add New User to District User List](#) [Maintain User Information / Reset Password](#)

3. The screen that appears allows you to add a new user. Contact information for the district individual who will access the IDEA recovery claims is entered into the fields. To provide the individual with access to the IDEA entitlement and recovery budgets and claims, click on the check box associated with the IDEA Flow-through and Preschool Entitlement Budget. Click "Add User" when all data has been entered.



**Add New User**

First Name: Linda Last Name: Thompson

User Role: District User Login ID: lthompson

E-mail Address: a.thompson@darlington.k12.wi.us Password: password

Phone #: 6087548077 Phone Ext:

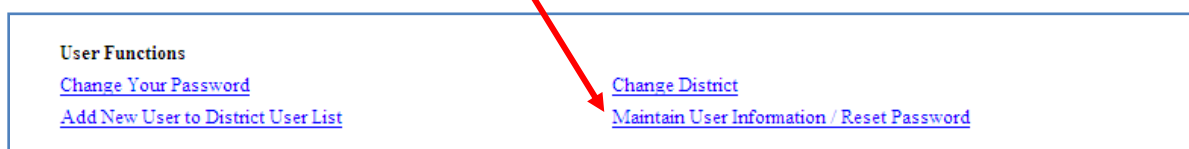
District: 1295-Darlington Community School District

**Applications Available to User:**

<input checked="" type="checkbox"/> IDEA Flow-through and Preschool Entitlement Budget	<input type="checkbox"/> LPP Additional Data Reporting	<input type="checkbox"/> Indicator 12: Part C to Part B Transition Improvement Plan
<input type="checkbox"/> Indicator 7: Child Outcomes	<input type="checkbox"/> Procedural Compliance Self-Assessment Report	<input type="checkbox"/> Indicator 8: Parental Involvement Survey
<input type="checkbox"/> Indicator 4: Suspensions/Expulsions	<input type="checkbox"/> Indicator 12: Part C to Part B Transition	<input type="checkbox"/> PPS to DPI Reporting Application

Back Add User


4. The default password for a District User is "password." The first time a District User signs in, the district user will be directed to change this password.
5. When districts sign in to the IDEA budget software, they will see links to both the IDEA entitlement budgets and IDEA recovery budgets. They will have full editorial access to the IDEA recovery budgets.
6. If a district user forgets his/her password, the Director of Special Education has the ability to maintain district user information and reset passwords. The ability to reset passwords is located under "User Functions" at the bottom of the Local Performance Plan Main Menu. Click on this link.



User Functions

[Change Your Password](#) [Change District](#)

[Add New User to District User List](#) [Maintain User Information / Reset Password](#)

 Note: The Reset Password button located in the "Maintain User Information / Rest Password" section will reset the district user's password to "password". The district user will then be directed to change this password the next time the user signs in.

### Instructions for Adding District Users (this is completed by the Director of Special Education):

1. Once a district user name and password have been assigned, the individual wishing to submit the claim can access the IDEA budget software.
2. Log in with your assigned user name and password at <https://www2.dpi.state.wi.us/seportal/>. The first time you log in, your password will be "password." You will be asked to change your password.
3. After logging in, you will be sent to the Local Performance Plan Main Menu. Both the IDEA entitlement budgets and the IDEA recovery fund budgets are hyperlinked off the table on the LPP Main Menu page. Claims need to be submitted separately for both sets of funding.

Help	Application
	<a href="#">IDEA Flow-through and Preschool Entitlement Budgets</a>
	<a href="#">IDEA Flow-through and Preschool Entitlement Budgets - Recovery Funds</a>

4. Click on the link to either budget to access the claim submission system. Clicking on the budget hyperlink will direct you to the budget's main menu page.
5. The table at the top of the budget main menu page contains links to entering the budget information into the system. The second table below is the claims submission system:

1295-Darlington Community School District

2009-2010

User Info

User Name: Linda Thompson

Login ID: lthompson

Role: District User

IDEA Budget Menu

Preschool Options: [Enter Budget](#) / [View Budget Detail Report](#)

Flow-through Options: [View Budget](#) / [View Budget Detail Report](#)

Coordinated Early Intervening Services (CEIS) Options: [View Budget](#) / [Enter Narrative](#) / [View Budget Detail Report](#)

[Modify List of Participating Agencies](#)

[Maintain Budget Funding Amounts](#)

[Adjust Indirect Cost Rate](#)

[Assurances \(Print, Complete and Mail-In\)](#)

[IDEA Budget Contact Information](#) / [Update District Budget Contact Information](#)

[Report Menu](#)

Request IDEA Funds (2009-2010 Budget and Beyond)

Preschool Budget Items: [Enter Claims](#) / [View Claims Detail Report](#)

Flow-through Budget Items: [Enter Claims](#) / [View Claims Detail Report](#)

Coordinated Early Intervening Services (CEIS) Budget Items: [Enter Claims](#) / [View Claims Detail Report](#)

6. To submit a claim, click on the "Enter Claims" hyperlink. This will take direct you to the claim for that specific IDEA budget. Claims are based on the last approved budget. If there is nothing listed under the "Current Status" column, then either no budget has been submitted or a budget has not been approved.
7. If there is an approved budget for the district, the following table will appear:

IDEA Budget Claims History

Budget Type: 

Flow-through

Preschool

Flow-through

CEIS

Current Status	Status Date	Report Type	Report Date	Funds Received to Date	Action
New					<a href="#">Edit</a>

"New" status means that a new claim can be created.

Once in the claim system, the user can move between the three budgets by utilizing the drop down menu

To create the claim, click on the "Edit" hyperlink.

8. The following claim form will appear for whichever budget type was selected:

IDEA Flow-through Budget Claim					
Please Note: The budget items displayed are from the last <b>approved</b> budget. Any modifications made since then will not be displayed.					
Account Code	Account Name	Approved Budget	Unliquidated Encumbrances (Payables)	Total Disbursements	Unencumbered Balance
27-100-213000-341	Guidance	80,000.00	0.00	0.00	80,000.00
27-200-213000-341	Guidance	15,000.00	0.00	0.00	15,000.00
27-300-436000-341	Special Ed Tuition - Non Open Enrollment	15,000.00	0.00	0.00	15,000.00
27-400-222000-341	Library Media	4,500.00	0.00	0.00	4,500.00
27-500-156100-341	Hearing Impairment and Deaf/Blind	54,500.00	0.00	0.00	54,500.00
27-700-256000-341	Pupil Transportation	6,000.00	0.00	0.00	6,000.00
	Indirect Cost	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>175,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>175,000.00</b>
					<b>Save Changes</b>
<div> <div>Back</div> <div>Submit Claim</div> </div>					

9. The "Approved Budget" column pulls the amounts from the last approved IDEA budget. If the amounts are not what you expected to see, a budget amendment will need to be submitted and approved before the amounts will change.
10. Enter in the disbursement amounts for this budget during the time period you wish to claim. These amounts are entered into the "Total Disbursements" column fields. At any time during this process, you can select the "Save Changes" button and leave the software. To begin the claim submission process, which will take you to the next steps for submitting a claim, click on the "Submit Claim" button.
11. When the "Submit Claim" button is chosen from the data entry page, the following screen will appear:

Submit IDEA Flow-through Budget Claims					
Report Period Ending Date: 06/25/2009		Total Funds Received to Date:			
Type of Report: <input checked="" type="radio"/> Partial Claim <input type="radio"/> Final Claim <input type="radio"/> Revised Final Claim					
By submitting this claim, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)					
<b>Submit Claim</b>					
Account Code	Account Name	Approved Budget	Unliquidated Encumbrances (Payables)	Total Disbursements	Unencumbered Balance
27-100-213000-341	Guidance	80,000.00	0.00	10,000.00	70,000.00
27-200-213000-341	Guidance	15,000.00	0.00	20,000.00	-5,000.00
27-300-436000-341	Special Ed Tuition - Non Open Enrollment	15,000.00	0.00	5,000.00	10,000.00
27-400-222000-341	Library Media	4,500.00	0.00	0.00	4,500.00
27-500-156100-341	Hearing Impairment and Deaf/Blind	54,500.00	0.00	15,000.00	39,500.00
27-700-256000-341	Pupil Transportation	6,000.00	0.00	500.00	5,500.00
<b>Totals:</b>		<b>175,000.00</b>	<b>0.00</b>	<b>50,500.00</b>	<b>124,500.00</b>
<b>Back</b>					

It includes the amounts entered from the previous screen. The "Report Period Ending Date" is auto-filled with the current date, but should be changed to the actual report period ending date. The field "Total Funds Received to Date" is also a required field. If this is an initial claim submission, the answer is "\$0." In subsequent claims, this amount will reflect your cumulative reimbursements from this funding. Select "Submit Claim" when the required fields are completed.

12. At any time during the preceding process you wish to go back and make changes to the figures that were entered into the claim form, simply click on the back button and make the necessary changes.
13. At the bottom of the screen, there is a button to print the PI-1086. This will pull up a printable version of the form with your data entered. You do not need to e-mail or fax this form; it is for your use only. The claim is submitted online when you select the "Submit Claim" button.
14. Once the claim has been submitted, the status of the claim changes from "New" to "Submitted." No additional claims for this funding source can be submitted until this claim has been processed and approved by DPI. If the status says "Submitted" rather than "In Process," the district user has the ability to go in and make changes to this claim (by clicking the "Edit" button) and re-submitting the claim by clicking on the "Re-Submit Claim" budget.

IDEA Budget Claims History					
Budget Type: <span>Flow-through</span>					
Current Status	Status Date	Report Type	Report Period Ending Date	Funds Received to Date	Action
Submitted	06/25/2009	Partial Claim	06/25/2009	\$0.00	<a href="#">Edit</a>

15. The claim is processed and approved or denied at DPI. When the claim has gone through this process, the status will change to "Approved" or "Returned." If the claim has been approved, an additional row will appear with the status of "New." This means that a new claim may now be submitted for this funding source. If the status is "Returned," DPI has requested that changes be made to the submitted claim.

IDEA Budget Claims History					
Budget Type: <span>Flow-through</span>					
Current Status	Status Date	Report Type	Report Period Ending Date	Funds Received to Date	Action
Approved	06/25/2009	Partial Claim	06/25/2009	\$0.00	<a href="#">View</a>
New					<a href="#">Edit</a>

16. The budget software is designed in accordance with DPI's aids and audits budgeting rules, including the 10% rule for requiring amendments.
17. Claims will need to be submitted quarterly in accordance with our guidance from OSEP. A district has the option of submitting claims on a more frequent basis than quarterly.